

TGMI Steering Committee

Meeting Minutes – January 6, 2004

Members Present: Julie Perrey, Teresa Bullington, Mike Travis, Marty Toth, Chuck Holland, Cindy Saladin, Kathy Hartman, Donna Duarte. Also present from 2003 Steering Committee was Greg Duncan.

The meeting was called to order. New members of the 2004 Committee were introduced and the 2004 meeting calendar was reviewed. The committee reviewed the minutes of the November 18, 2003 meeting, and voted to approve these minutes and the meeting calendar.

Donna thanked those on the committee for volunteering their time and stated that the committee needs to work as a team to be successful.

Old Business:

- Approval of the December 11, 2003 Alumni Meeting minutes was deferred until the February Steering Committee meeting.
- Greg reported on the Holiday Breakfast. There was some discussion about the speaker – Greg had received both positive and negative comments about her presentation. There is roughly \$160 leftover from the funds collected. Greg recommended that the next Holiday Event committee get an early start to insure that space can be secured.
- Donna reported that the newsletter is nearly complete and should go out by the end of the week. She will then turn over her information to Chuck for this year's committee.
- Kathy reported on Bylaw Amendment #1 that passed during the Business Meeting on December 11, 2003. Kathy will update the Bylaws and email them to Donna and Cindy for review. The amended bylaws will then be placed on the TGMI website.
- Donna reported that she has been in contact with Robin Inglis at TEMA to schedule a Brown Bag. Robin will get back to Donna with a proposed date.
- Teresa expressed concern about the TGMI website updates. Donna suggested that any ideas for updates be given to her.

New Business:

- 2004 Steering Committee officers were elected: Carolyn Wilson will serve as Secretary and Mike Travis will serve as Treasurer. Mike's first goal is to set up the TGMI Bank Account. He will make a recommendation at the February meeting.
- Donna discussed establishing three standing committees. The committees, described below, were explained – committee passed a motion to establish.
 - Community Service – development of community service projects for TGMI to consider that will have state-wide benefit
 - Bylaw Review – review the current bylaws and make recommendations for changes to the Steering Committee

- Brown Bag – provide assistance to alumni members in coordinating Brown Bag meetings
- Donna then reviewed the process she will go through to select committee chairs and members. While the bylaws suggest that the Chair can appoint ad-hoc committees, Donna would like to have Steering Committee support for the selections. Donna also asked that each committee have a Steering Committee liaison to facilitate communication between the Steering Committee and the sub-committee.
- Cindy provided a DOP update.
 - The 2004 TGMI class will meet in Knoxville on June 13-18, 2004 and at Fall Creek Falls State Park on July 18-23, 2004. Orientation for the 2004 class will take place in mid-May, probably at the downtown library. Cindy will be working with the Orientation committee and DOP to take a good look at the agenda to insure that the candidates' needs are met and questions are answered. This year's class cost will have to be completely supported by the candidates' agencies.
 - DOP announced the establishment of the TGI Endowment at the 2004 TGEI Holiday Breakfast. Funds from the 2003 TGEI class and several West Tennessee businesses have already been collected. The purpose of the endowment is to use the interest earned to fund future TGEI and TGMI classes and conferences. Cindy suggested that the Steering Committee consider discussions in the future to determine how TGMI can support the endowment.
- The meeting was adjourned. Next meeting is scheduled for **Tuesday, February 3, 2004, at 11:30, at DOP.**